

## DD Form 93 (Record of Emergency Data) Process: Creating and uploading DD Form 93 into the Electronic Military Personnel Office (eMILPO) System

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Access the Electronic Military Personnel Office (eMILPO) website	Personnel Manager or Designated Administrative Personnel accesses the eMILPO website using the following link: <a href="https://emilpo.ahrs.army.mil">https://emilpo.ahrs.army.mil</a> .			eMILPO	During this process, the Soldier sits with the Personnel Manager or Designated Administrative Personnel while they input DD Form 93 (Record of Emergency Data) into eMILPO.
2	Input Army Knowledge Online (AKO) username and password (AKO & eMILPO)	Personnel Manager or Designated Administrative Personnel inputs AKO username and password.			AKO eMILPO	
3	Click on "eMILPO" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "eMILPO" under the 'Application' section located on the left hand side of the screen.			eMILPO	After 30 days of inactivity, eMILPO will lock a user out of the system. Users should contact system administrators.
4	Click on "Accept" (eMILPO)	The DoD Security Statement appears on the screen and the Personnel Manager or Designated Administrative Personnel clicks on "Accept."			eMILPO	
5	Click on "Emergency Notification" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Emergency Notification" located under the 'Personnel Services' section located on the left hand side of the screen.			eMILPO	
6	Select "SSN" (eMILPO)	Personnel Manager or Designated Administrative Personnel selects "SSN" from the 'Search Criteria' dropdown.			eMILPO	The user can also select "Last Name" or "UIC."

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7	Input Soldier's SSN (eMILPO)	Personnel Manager or Designated Administrative Personnel inputs all nine digits of the Soldier's SSN into the box below the 'Search Criteria' dropdown. The Soldier's nine digit SSN can be found in item 2 on the Soldier's DD Form 93 (Record of Emergency Data).		DD Form 93	eMILPO	
8	Click on "Add" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Add" located in the middle of the page. The Soldier's SSN moves to the right of the screen in the 'Selected Criteria' box.		DD Form 93	eMILPO	The Personnel Manager or Designated Administrative Personnel can remove the displayed search criteria/value combinations by highlighting the combination in the Selected Criteria text area and clicking "DEL."
9	Click on "Search" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Search" located at the bottom of the screen.		DD Form 93	eMILPO	

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10	Select the box on the appropriate Soldier's row (eMILPO)	<p>A list of Soldier names appears at the bottom of the screen, the Personnel Manager or Designated Administrative Personnel selects the box within the 'Select Deselect' column on the appropriate Soldier's row.</p> <p>The Personnel Manager or Designated Administrative Personnel can select between "Assigned Soldiers" or "Attached Soldiers" when building the search criteria, allowing the separation of assigned and attached Soldiers in the search results. eMILPO defaults to the selection of "Assigned Soldiers."</p>		DD Form 93	eMILPO	If eMILPO was unable to find a Soldier with the selected search/value combination, the system displays a message in the first data row of the Soldier list notifying the user that no match was found and to modify the search/value combination.
11	Click on "OK" (eMILPO)	<p>Personnel Manager or Designated Administrative Personnel clicks on "OK" at the bottom of the screen and the Emergency Notification Listing page appears.</p> <p>The Emergency Notification Listing page displays information for all authorized and unauthorized dependents previously added. This includes: father, mother, spouse, children, and step-children.</p> <p>From the Emergency Notification Listing page, the Personnel Manager or Designated Administrative Personnel can view/print DD Form 93 (Record of Emergency Data), remove, update and/or add an Emergency Notification Category.</p>		DD Form 93	eMILPO	<p>Emergency Notification Category includes:</p> <ul style="list-style-type: none"> <li>- Spouse</li> <li>- Children</li> <li>- Father</li> <li>- Mother</li> <li>- Do Not Notify</li> <li>- Beneficiaries for Death Gratuity</li> <li>- Beneficiaries for Unpaid Pay/Allowances</li> <li>- Allotment</li> <li>- Designee/Percentage if Missing</li> <li>- Insurance</li> <li>- Additional Emergency Information</li> </ul>

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12	Add spouse emergency notification category?	Personnel Manager or Designated Administrative Personnel has the ability to add the Soldier's spouse's information into eMILPO. This information is identified in item 4 on the Soldier's DD Form 93 (Record of Emergency Data). If the Soldier does not list a spouse or wishes not to add one at this time, the Personnel Manager or Designated Administrative Personnel goes to step 17.		DD Form 93	eMILPO	
13	Select "SPOUSE" (eMILPO)	If the Soldier has a spouse listed in item 4 on the their DD Form 93 (Record of Emergency Data), the Personnel Manager or Designated Administrative Personnel selects "SPOUSE" from the 'Add Emergency Notification Category' drop down list located in the middle of the screen.		DD Form 93	eMILPO	
14	Click on "Submit" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Submit" located at the bottom of the screen.		DD Form 93	eMILPO	
15	Input required information (eMILPO)	The Emergency Notification - Soldier Data screen appears and the Personnel Manager or Designated Administrative Personnel inputs the required information (identified with a red * next to the field name). The required fields include: <ul style="list-style-type: none"> <li>- Dependent Indicator</li> <li>- Family Member Status (DECEASED, LIVING, UNKNOWN)</li> <li>- Name</li> <li>- Relationship (Wife, Husband)</li> </ul>		DD Form 93	eMILPO	eMILPO defaults the 'Dependent Indicator' to "NOT AUTH DEPN" (Not Authorized Dependents) to indicate that the spouse is not authorized for military entitlements.

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16	Click on "Save" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Save" located on the left hand side of the screen and the Emergency Notification Listing screen appears.		DD Form 93	eMILPO	
17	Add child emergency notification category?	Personnel Manager or Designated Administrative Personnel has the ability to add the Soldier's child's information into eMILPO. This information is identified in item 5 on the Soldier's DD Form 93 (Record of Emergency Data). If the Soldier does not list a child or wishes not to add one at this time, the Personnel Manager or Designated Administrative Personnel goes to step 23.		DD Form 93	eMILPO	
18	Select "CHILDREN" (eMILPO)	If the Soldier has a child listed in item 5 on the their DD Form 93 (Record of Emergency Data), the Personnel Manager or Designated Administrative Personnel selects "CHILDREN" from the 'Add Emergency Notification Category' drop down list located in the middle of the screen.		DD Form 93	eMILPO	
19	Click on "Submit" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Submit" located at the bottom of the screen.		DD Form 93	eMILPO	

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20	Input required information (eMILPO)	The Emergency Notification - Soldier Data screen appears and the Personnel Manager or Designated Administrative Personnel inputs the required information (identified with a red * next to the field name). The required fields include: - Dependent Indicator - Family Member Status (DECEASED, LIVING, UNKNOWN) - Name - Relationship (SON, DAUGHTER, STEPSON, STEPDAUGHTER, ADPTD-DAUGHTER, ADPTD-SON)		DD Form 93	eMILPO	eMILPO defaults the 'Dependent Indicator' to "NOT AUTH DEPN" (Not Authorized Dependents) to indicate that the spouse is not authorized for military entitlements.
21	Click on "Save" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Save" located on the left hand side of the screen and the Emergency Notification Listing screen appears.		DD Form 93	eMILPO	
22	Add multiple child emergency notification category?	Soldier may have listed multiple children in section 5 of their DD Form 93 (Record of Emergency Data). If so, the Personnel Manager or Designated Administrative Personnel repeats steps 18-21.		DD Form 93	eMILPO	
23	Add father emergency notification category?	Personnel Manager or Designated Administrative Personnel has the ability to add the Soldier's father's information into eMILPO. This information is identified in item 6 on the Soldier's DD Form 93 (Record of Emergency Data). If the Soldier does not list a father or wishes not to add one at this time, the Personnel Manager or Designated Administrative Personnel goes to step 29.		DD Form 93	eMILPO	

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24	Select "FATHER" (eMILPO)	If the Soldier has a father listed in item 6 on the their DD Form 93 (Record of Emergency Data), the Personnel Manager or Designated Administrative Personnel selects "FATHER" from the 'Add Emergency Notification Category' drop down list located in the middle of the screen.		DD Form 93	eMILPO	
25	Click on "Submit" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Submit" located at the bottom of the screen.		DD Form 93	eMILPO	
26	Input required information (eMILPO)	The Emergency Notification - Soldier Data screen appears and the Personnel Manager or Designated Administrative Personnel inputs the required information (identified with a red * next to the field name). The required fields include: - Dependent Indicator - Family Member Status (DECEASED, LIVING, UNKNOWN) - Name - Relationship (FATHER, STEPFATHER)		DD Form 93	eMILPO	eMILPO defaults the 'Dependent Indicator' to "NOT AUTH DEPN" (Not Authorized Dependents) to indicate that the spouse is not authorized for military entitlements.
27	Click on "Save" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Save" located on the left hand side of the screen and the Emergency Notification Listing screen appears.		DD Form 93	eMILPO	
28	Add additional father emergency notification category?	If the Soldier has more than one father listed in section 6 of their DD Form 93 (Record of Emergency Data), the Personnel Manager or Designated Administrative Personnel repeats steps 24-27.		DD Form 93	eMILPO	

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29	Add mother emergency notification category?	Personnel Manager or Designated Administrative Personnel has the ability to add the Soldier's mother's information into eMILPO. This information is identified in item 7 on the Soldier's DD Form 93 (Record of Emergency Data). If the Soldier does not list a mother or wishes not to add one at this time, the Personnel Manager or Designated Administrative Personnel goes to step 35.		DD Form 93	eMILPO	
30	Select "MOTHER" (eMILPO)	If the Soldier has a mother listed in item 7 on the their DD Form 93 (Record of Emergency Data), the Personnel Manager or Designated Administrative Personnel selects "MOTHER" from the 'Add Emergency Notification Category' drop down list located in the middle of the screen.		DD Form 93	eMILPO	
31	Click on "Submit" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Submit" located at the bottom of the screen.		DD Form 93	eMILPO	
32	Input required information (eMILPO)	The Emergency Notification - Soldier Data screen appears and the Personnel Manager or Designated Administrative Personnel inputs the required information (identified with a red * next to the field name). The required fields include: - Dependent Indicator - Family Member Status (DECEASED, LIVING, UNKNOWN) - Name - Relationship (MOTHER, STEPMOTHER)		DD Form 93	eMILPO	eMILPO defaults the 'Dependent Indicator' to "NOT AUTH DEPN" (Not Authorized Dependents) to indicate that the spouse is not authorized for military entitlements.



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33	Click on "Save" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Save" located on the left hand side of the screen and the Emergency Notification Listing screen appears.		DD Form 93	eMILPO	
34	Add additional mother emergency notification category?	If the Soldier has more than one mother listed in section 7 of their DD Form 93 (Record of Emergency Data), the Personnel Manager or Designated Administrative Personnel repeats steps 30-33.		DD Form 93	eMILPO	
35	Add information for a person not to be notified due to ill health?	Personnel Manager or Designated Administrative Personnel has the ability to add information for person not to be notified due to ill health into eMILPO for the Soldier. This information is identified in item 8 on the Soldier's DD Form 93 (Record of Emergency Data). If the Soldier does not have anyone listed or wishes not to add anyone at this time, the Personnel Manager or Designated Administrative Personnel goes to step 41.		DD Form 93	eMILPO	
36	Select "DO NOT NOTIFY" (eMILPO)	If the Soldier has an individual listed in item 8 on the their DD Form 93 (Record of Emergency Data), the Personnel Manager or Designated Administrative Personnel selects "DO NOT NOTIFY" from the 'Add Emergency Notification Category' drop down list located in the middle of the screen.		DD Form 93	eMILPO	
37	Click on "Submit" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Submit" located at the bottom of the screen.		DD Form 93	eMILPO	

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38	Input required information (eMILPO)	<p>The Emergency Notification - Soldier Data screen appears and the Personnel Manager or Designated Administrative Personnel inputs the required information (identified with a red * next to the field name).</p> <p>If previously added to eMILPO, the required fields include:</p> <ul style="list-style-type: none"> <li>- Do Not Notify (use the drop down list to select the Family member name)</li> </ul> <p>If not previously added to eMILPO, the required fields include:</p> <ul style="list-style-type: none"> <li>- Name</li> <li>- Relationship (FMLY MEMBER, NEIGHBOR, FRIEND, INSTITUTION, TRUSTEE, CUSTODIAN)</li> </ul>		DD Form 93	eMILPO	Item 8a on DD Form 93 (Record of Emergency Data) indicates who to notify instead. This information is not required, however, if the Soldier has someone listed, this information must be added in eMILPO.
39	Click on "Save" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Save" located on the left hand side of the screen and the Emergency Notification Listing screen appears.		DD Form 93	eMILPO	
40	Notify multiple people due to ill health?	If the Soldier has more than one mother listed in section 7 of their DD Form 93 (Record of Emergency Data), the Personnel Manager or Designated Administrative Personnel repeats steps 36-39.		DD Form 93	eMILPO	

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41	Add beneficiary for death gratuity?	Personnel Manager or Designated Administrative Personnel has the ability to add information for the beneficiary for the death gratuity payment into eMILPO for the Soldier. This information is identified in item 11 on the Soldier's DD Form 93 (Record of Emergency Data). If the Soldier does not list a beneficiary for death gratuity or wishes not to add one at this time, the Personnel Manager or Designated Administrative Personnel goes to step 47.	AR 600-8-1, Chapter 5, Section 1	DD Form 93	eMILPO	If a beneficiary is not listed on DD Form 93 (Record of Emergency), the order of precedence for determining the beneficiary is stated AR 600-8-1 (Army Casualty Program), Chapter 5, Section 1.
42	Select "BENEFICIARIES FOR DEATH GRATUITY" (eMILPO)	Personnel Manager or Designated Administrative Personnel selects "BENEFICIARIES FOR DEATH GRATUITY" from the 'Add Emergency Notification Category' drop down list located in the middle of the screen.		DD Form 93	eMILPO	
43	Click on "Submit" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Submit" located at the bottom of the screen.		DD Form 93	eMILPO	

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44	Input required information (eMILPO)	<p>The Emergency Notification - Soldier Data screen appears and the Personnel Manager or Designated Administrative Personnel inputs the required information (identified with a red * next to the field name).</p> <p>If previously added to eMILPO, the required fields include:</p> <ul style="list-style-type: none"> <li>- Choose Family Member (use the drop down list to select the Family member name)</li> <li>- Percentage (percentage amounts must be in 10% increments and the total amount must equal 100%)</li> </ul> <p>If not previously added to eMILPO, the required fields include:</p> <ul style="list-style-type: none"> <li>- Name</li> <li>- Percentage (percentage amounts must be in 10% increments and the total amount must equal 100%)</li> </ul> <p>Beneficiary(ies) for death gratuity payment is identified on item 11 on the Soldier's DD Form 93 (Record of Emergency Data).</p> <p>Death gratuity is a payment of \$100,000 and is paid to beneficiary(ies) of a: deceased active duty Soldier, Soldiers who die within 120 days of separation, or retirement from active duty if death is a result of service-connected injury or illness.</p>	<p>AR 600-8-1, Chapter 5, Section 1</p> <p>AR 600-8-1, Chapter 9</p>	DD Form 93	eMILPO	<p>If the Soldier is married and the spouse is not listed as 100% beneficiary for the death gratuity payment, a Spouse Notification Letter must be generated.</p> <p>If a beneficiary is not listed on DD Form 93 (Record of Emergency), the order of precedence for determining the beneficiary is stated AR 600-8-1 (Army Casualty Program), Chapter 5, Section 1.</p>

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45	Click on "Save" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Save" located on the left hand side of the screen. The Emergency Notification Listing page reappears.		DD Form 93	eMILPO	
46	Multiple beneficiaries for the death gratuity payment?	Soldier may select up to a total of 10 beneficiaries in 10% increments to receive the death gratuity payment. If so, the Personnel Manager or Designated Administrative Personnel repeats steps 42-45.		DD Form 93	eMILPO	
47	Add beneficiary for unpaid/pay allowances?	Personnel Manager or Designated Administrative Personnel has the ability to add information for the beneficiary for unpaid/pay allowances into eMILPO for the Soldier. This information is identified in item 12 on the Soldier's DD Form 93 (Record of Emergency Data). If the Soldier does not list a beneficiary for unpaid/pay allowances or wishes not to add one at this time, the Personnel Manager or Designated Administrative Personnel goes to step 53.		DD Form 93	eMILPO	
48	Select "BENEFICIARIES FOR UNPAID/PAY ALLOWANCES" (eMILPO)	Personnel Manager or Designated Administrative Personnel selects "BENEFICIARIES FOR UNPAID/PAY ALLOWANCES" from the 'Add Emergency Notification Category' drop down list located in the middle of the screen.		DD Form 93	eMILPO	
49	Click on "Submit" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Submit" located at the bottom of the screen.		DD Form 93	eMILPO	

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50	Input required information (eMILPO)	<p>The Emergency Notification - Soldier Data screen appears and the Personnel Manager or Designated Administrative Personnel inputs the required information (identified with a red * next to the field name).</p> <p>If previously added to eMILPO, the required fields include:</p> <ul style="list-style-type: none"> <li>- Choose Family Member (use the drop down list to select the Family member name)</li> <li>- Percentage (percentage amounts must be in 10% increments and the total amount must equal 100%)</li> </ul> <p>If not previously added to eMILPO, the required fields include:</p> <ul style="list-style-type: none"> <li>- Name</li> <li>- Percentage (percentage amounts must be in 10% increments and the total amount must equal 100%)</li> </ul> <p>Beneficiary(ies) for unpaid/pay allowances is identified on item 12 on the Soldier's DD Form 93 (Record of Emergency Data).</p>	AR 600-8-1, Chapter 5, Section 1	DD Form 93	eMILPO	If a beneficiary is not listed on DD Form 93 (Record of Emergency), the order of precedence for determining the beneficiary is stated AR 600-8-1 (Army Casualty Program), Chapter 5, Section 1.
51	Click on "Save" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Save" located on the left hand side of the screen. The Emergency Notification Listing page reappears.		DD Form 93	eMILPO	

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52	Multiple beneficiaries for the unpaid/pay allowances payment?	Soldier may select up to a total of 10 beneficiaries in 10% increments to receive the unpaid/pay allowances payment. If so, the Personnel Manager or Designated Administrative Personnel repeats steps 48-51.		DD Form 93	eMILPO	
53	Add information for the Person Authorized to Direct Disposition (PADD)?	Personnel Manager or Designated Administrative Personnel has the ability to add the Soldier's PADD's information into eMILPO. This information is identified in item 13 on the Soldier's DD Form 93 (Record of Emergency Data). If the Soldier does not list a PADD or wishes not to add one at this time, the Personnel Manager or Designated Administrative Personnel goes to step 59.	AR 600-8-1, Chapter 11, Section 6	DD Form 93	eMILPO	Only the following may be named as a PADD: - Surviving spouse - Blood relative of legal age - Adoptive relatives of the decedent If neither of these three can be found, a person standing in loco parentis may be named.
54	Select "ADDITIONAL EMERGENCY INFORMATION" (eMILPO)	To add the Person Authorized to Direct Disposition (PADD), the Personnel Manager or Designated Administrative Personnel selects "ADDITIONAL EMERGENCY INFORMATION" from the 'Add Emergency Notification Category' drop down list located in the middle of the screen.		DD Form 93	eMILPO	
55	Click on "Submit" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Submit" located at the bottom of the screen.		DD Form 93	eMILPO	

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56	Select the dependent's name (eMILPO)	<p>If the dependent has been previously added to eMILPO, the Personnel Manager or Designated Administrative Personnel selects the dependent's name from the drop down list.</p> <p>If the dependent has not been previously added to eMILPO, the Personnel Manager or Designated Administrative Personnel must input the following fields:</p> <ul style="list-style-type: none"> <li>- Name of Individual Authorized to Direct Disposition or Soldier's Remains</li> <li>- Relationship to Soldier</li> </ul> <p>The Person Authorized to Direct Disposition (PADD) is identified on item 13 on the Soldier's DD Form 93 (Record of Emergency Data).</p> <p>The PADD is responsible for decisions regarding the disposition of the remains and funeral/memorial arrangements.</p>	AR 600-8-1, Chapter 11, Section 6	DD Form 93	eMILPO	<p>Only the following may be named as a PADD:</p> <ul style="list-style-type: none"> <li>- Surviving spouse</li> <li>- Blood relative of legal age</li> <li>- Adoptive relatives of the decedent</li> </ul> <p>If neither of these three can be found, a person standing in loco parentis may be named.</p>
57	Input address of valuable papers (eMILPO)	<p>Personnel Manager or Designated Administrative Personnel inputs the address of valuable papers in the box next to 'Location of Will/Valuable Paper.'</p> <p>This address is found in item 14 on the Soldier's DD Form 93 (Record of Emergency Data).</p>		DD Form 93	eMILPO	
58	Click on "Save" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Save" located on the left hand side of the screen. The Emergency Notification Listing page reappears.		DD Form 93	eMILPO	



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59	Remove an emergency notification category?	Personnel Manager or Designated Administrative Personnel has the option to remove an emergency notification category for the Soldier. If the Soldier does not wish to remove an emergency notification category, the Personnel Manager or Designated Administrative Personnel goes to step 65.		DD Form 93	eMILPO	
60	Select "Remove" (eMILPO)	If the Personnel Manager or Designated Administrative Personnel wishes to remove an emergency notification category, the Personnel Manager or Designated Administrative Personnel selects "Remove" within the 'Action' column on the appropriate dependent's row.		DD Form 93	eMILPO	
61	Click on "Submit" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Submit" located at the bottom of the screen.  The selected dependent's current record appears on the screen.		DD Form 93	eMILPO	
62	Click on "Save" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Save" located on the left hand side of the screen.		DD Form 93	eMILPO	

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63	Click on "Yes" (eMILPO)	<p>A notification prompt appears to ensure the user wishes to remove the record and the Personnel Manager or Designated Administrative Personnel clicks on "Yes."</p> <p>The selected dependent's record is removed only from DD Form 93 (Record of Emergency Data).</p> <p>The Emergency Notification Listing page reappears. "Removed" is displayed under the 'Status' column.</p>		DD Form 93	eMILPO	
64	Remove additional emergency notification category?	Personnel Manager or Designated Administrative Personnel has the option to remove multiple emergency notification categories. If so, the Personnel Manager or Designated Administrative Personnel repeats steps 60-63.		DD Form 93	eMILPO	
65	Update an emergency notification category?	Personnel Manager or Designated Administrative Personnel has the option to update an emergency notification category for the Soldier. If the Soldier does not wish to update an emergency notification category, the Personnel Manager or Designated Administrative Personnel goes to step 71.		DD Form 93	eMILPO	
66	Select "Update" (eMILPO)	If the Personnel Manager or Designated Administrative Personnel wishes to update an emergency notification category, the Personnel Manager or Designated Administrative Personnel selects "Update" within the 'Action' column on the appropriate dependent's row.		DD Form 93	eMILPO	

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67	Click on "Submit" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Submit" located at the bottom of the screen.		DD Form 93	eMILPO	
68	Input updated information (eMILPO)	Personnel Manager or Designated Administrative Personnel inputs required information.		DD Form 93	eMILPO	
69	Click on "Save" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Save" located on the left hand side of the screen.  The Emergency Notification Listing page reappears. "Updated" is displayed under the 'Status' column.		DD Form 93	eMILPO	
70	Update additional emergency notification category?	Personnel Manager or Designated Administrative Personnel has the option to update multiple emergency notification categories. If so, the Personnel Manager or Designated Administrative Personnel repeats steps 66-69.		DD Form 93	eMILPO	
71	Click on "View/Print DD Form 93" (eMILPO)	From the Emergency Notification Listing view, the Personnel Manager or Designated Administrative Personnel clicks on "View/Print DD Form 93" located in the middle of the screen.		DD Form 93	eMILPO	
72	Review DD Form 93	Soldier reviews the printed DD Form 93 (Record of Emergency Data) to ensure all information is accurate.		DD Form 93		
73	Identify error(s) on DD Form 93?	Soldier may identify an error on DD Form 93 (Record of Emergency Data). If so, the Personnel Manager or Designated Administrative Personnel goes to step 74.		DD Form 93	eMILPO	

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74	Update appropriate field(s) (eMILPO)	If the Soldier identifies an error on DD Form 93 (Record of Emergency Data), the Personnel Manager or Designated Administrative Personnel updates appropriate field(s).		DD Form 93	eMILPO	
75	Sign DD Form 93	If the Soldier does not identify any errors on DD Form 93 (Record of Emergency Data), the Soldier signed the printed form.		DD Form 93		Personnel Manager or Designated Administrative Personnel needs to receive a signature from an E7 or above if no beneficiary (i.e. trust fund, non-Family member) is selected.
76	Scan DD Form 93 (iPERMS)	Personnel Manager or Designated Administrative Personnel scans the signed DD Form 93 (Record of Emergency Data) into the Interactive Personnel Electronic Records Management System (iPERMS).		DD Form 93	iPERMS	
77	Monitor record (iPERMS)	Personnel Manager or Designated Administrative Personnel monitors the iPERMS record and ensures the information on DD Form 93 (Record of Emergency Data) is updated within seven business days.		DD Form 93	iPERMS	